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Library Trustees Minutes 08-20-2002

Robbins Library Board of Trustees
August 20, 2002

Call to Order

The meeting was called to order at 7:10 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 11th meeting were approved as written, on a motion by Ms. Lawrence; seconded by Ms. Muldoon.

Communications

1. Ms. Loud distributed an e-mail message from Maureen Killoran of the MA Board of Library Commissioners regarding the state budget. The bad news includes cuts in resource sharing, online databases and telecommunications. 2. A complaint was received from a resident about cell phone use in the library. There will be further discussion about the library policy in September.

Town Day Booth

The trustees will once again have a booth on Massachusetts Avenue on Town Day. (September 14th) Ms. Radochia and Ms. Lawrence agreed to set up and staff the booth during the 9-11 AM shift. Mr. Murphy will cover the 11AM-1PM slot and Ms. Ruderman will staff the booth 1-3 PM. Ms. Lawrence will obtain a \$25 gift certificate to Barnes and Noble that will be the prize for the free raffle.

Report of FY2002 Russell Fund Expenditures

The overall budget was underspent by only \$98.70. The original allocation was \$35,329. Expenditures were \$35,230.

Approval of FY2002 Russell Fund Report

Mr. Murphy suggested an evaluation/feedback process for the Russell Fund programs. Ms. Ruderman suggested using the newsletter of the Arlington Family Connection as a vehicle for this. A few minor corrections were made to the report.

Review of FY2003 Russell Fund Allocation

A discussion took place about a set-aside for sign language interpreters.

Author Program

Mameve Medwed has agreed to speak this fall. Potential dates are October 2nd, October 3rd and October 10th. Ms. Loud will contact her again to finalize.

Approval of FY2003 Trustee goals

(check sheet for revised goals) Ms. Ruderman made a motion to approve the goals as amended; seconded by Ms. Muldoon. Passed unanimously.

Report of FY2002 Trust Fund Expenditures

\$8,700 was unspent out of a budget allotment of \$42,345.

Approval of FY2003 Trust Fund Budget Requests

Ms. Muldoon, the trust fund liaison, reviewed the June 30th statements from the Treasurer's office. Income from the funds were down by approximately 25% this year. To make up some of this shortfall, Ms. Muldoon and Ms. Loud recommended also using the entire \$10,000 that was taken in from the last fundraising solicitation. Some items (books on tape and kits) were marked for re-discussion in January. Ms. Ruderman suggested a future targeted fund-raising appeal aimed at the users of the Fox Branch. Next year, income from this could supplant money now allocated from Trust Funds. The only requests not funded were: \$1,000 – videos, \$100 – Children's books on tape, \$200 – Children's kits. A \$500 reduction was made in the materials processing money. Ms. Muldoon made a motion to approve a new budget of \$27,029 plus a carryover of \$6,054 from last year, to fund the trust fund requests of \$33,083. Seconded by Ms. Lawrence. Passed unanimously.

Robbins Print Collection

Ms. Loud made a suggestion that the trustees pay for the building of wooden storage cabinets along the walls of the Conference Room, to allow some prints to stay in the library rather than going to off-site storage. She will get price quotes and determine how many of each size box would fit. Nancy Gentile obtained updated pricing to send 165 boxes of the most valuable prints to climate-controlled storage.

Bob Sprague

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